

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. C-550

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RECORDS RETENTION AND DISPOSAL SCHEDULE

HOWARD COUNTY GOVERNMENT

COUNTY EXECUTIVE/
COUNTY ADMINISTRATOR OFFICES

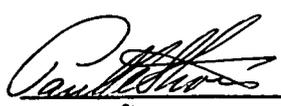
AGENCY

DIVISION

Item No.	Description	Retention
1	<p><u>ADMINISTRATION</u></p> <p>A. <u>Federal Government</u>-These files contain general correspondence & information from the Federal departments, associations, & government; housekeeping records; special reports, documents, & statistical data (such as the Consumer Price Index, Economic Indicators, etc.). These folders are used to help with preparing the county budget & are used by the executive & administrative depts.</p> <p>B. <u>Maryland Government</u>-These files contain general correspondence from Maryland departments & associations such as the Comptroller of Md. Treasury, Chamber of Commerce, etc.; special reports & statistical information as it pertains to the county government.</p> <p>1. <u>Md. Association of Counties-Courthouse News</u>-This file contains newsletters from the Md. Association of Counties.</p> <p>C. <u>Howard County Government</u>-These files contain correspondence from county depts., groups, organizations & associations. There are also files that pertain to the functions, events & organization of the county government such as organization charts, county advertising, Howard Co. Fair, etc. There are also files that contain county material of the general nature such as the county flower, seal & flag etc.</p>	<p>RETAIN 4 YEARS. DESTROY AFTER MICROFILMING.</p> <p>RETAIN 4 YEARS. DESTROY AFTER MICROFILMING</p> <p>RETAIN 1 YEAR THEN DESTROY.</p> <p>RETAIN 4 YEARS. DESTROY AFTER MICROFILMING</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

1-29-85 
Date Signature

Howard Lyles
Admin
Title

4/1/85
Date


State Archivist

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	<u>ADMINISTRATION CONTINUED</u>	
	<p>D. <u>COUNTY ADMINISTRATOR</u>-These files are used by the county administrator's office & contain general correspondence from county citizens & employees, boards & commissions, & the Public Information Office including use of county conference rooms. There are also files that contain informational material pertaining to county employees such as county policy & procedures, union/employee representation decisions & correspondence, & gratuities & discount offers to county employees.</p>	<p>RETAIN 4 YEARS. DESTROY AFTER MICROFILMING.</p>
	<p>1. <u>Memberships & subscriptions</u>- These files contain general correspondence pertaining to memberships & subscriptions of the County Administrator's Office.</p>	<p>RETAIN 2 YEARS THEN DESTROY.</p>
	<p>2. <u>Consultant Selection Committee</u>- This file contains copies of minutes & decisions made at the consultant selection committee meetings. The original minutes are kept in the Public Works Capital Projects Division.</p>	<p>RETAIN 1 YEAR THEN DESTROY.</p>

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	<p><u>ADMINISTRATION CONTINUED</u></p> <p>E. <u>COUNTY EXECUTIVE</u>-These files contain complaints & general correspondence from county citizens, employees & county depts. There are also files which contain correspondence that pertain only to the executive office such as direct payment claims made by the executive etc. There are also files that contain executive decisions such as the executive appointments & orders etc. There are also files on material of the general nature & housekeeping records.</p> <p>1. <u>Annual Reports</u>-This report is printed yearly showing the progress & future plans of the county govt. & county departments. The file is in two parts:</p> <p style="padding-left: 40px;">PART I. General correspondence concerning the annual report & preparations needed to finalize the report.</p> <p style="padding-left: 40px;">PART II- The printed Annual Report. The report is kept in the library of the Howard Co. Public Information Office as a permanent record.</p>	<p>RETAIN 4 YEARS OR UNTIL MICROFILMED. DESTROY AFTER MICROFILMING.</p> <p>RETAIN 1 YEAR. DESTROY AFTER MICROFILMING.</p> <p>RETAIN 1 YEAR IN CENTRAL FILES THEN GIVE REPORT TO PUBLIC INFORMATION OFFICE TO BE KEPT AS A PERMANENT RECORD. <i>One copy to State Archives.</i></p>

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	<p><u>ADMINISTRATION CONTINUED</u></p> <p>F. <u>PERSONNEL</u>-These files contain information on the benefits of the county employees such as retirement plan, long term disability program, fringe benefits, flex time, employee leave, deferred compensation, collective bargaining, employee coalition, & desk audits. There are also files that contain correspondence on classification & pay plan & associations that deal with personnel matters. There are also studies, reports & personnel procedures. The Personnel Board file contains minutes, correspondence & decisions that are made by the board. The County Administrator is Executive Secretary of the Personnel Board.</p> <ol style="list-style-type: none">1. <u>Resumes</u>-The resumes are sent to the County Executive or County Administrator by citizens looking for employment.2. <u>Seminars & Training</u>-This file contains correspondence on employees attending training meetings & seminars.	<p>RETAIN 4 YEARS OR UNTIL MICROFILMED. DESTROY AFTER MICROFILMING.</p> <p>RETAIN 4 YEARS THEN DESTROY.</p> <p>RETAIN 4 YEARS THEN DESTROY.</p>

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2	<p><u>CONTRACTS & AGREEMENTS</u></p> <p>These files contain signed copies & original contracts & agreements between the county & companies, agencies & individuals such as consultants, etc.</p> <p>1. Also under the section of contracts & agreements there are files on insurances. These files contain correspondence & statistical information on insurance that the county government use such as Blue Cross/Blue Shield, group life, workmen's compensation, & insurance on county property etc.</p>	<p>RETAIN 1 YEAR AFTER TERMINATION OF CONTRACT OR AGREEMENT. DESTROY AFTER MICROFILMING.</p> <p>RETAIN 4 YEARS. DESTROY AFTER MICROFILMING.</p>
3	<p><u>ENVIRONMENTAL CONSERVATION & LAND USE</u></p> <p>These files contain correspondence, procedure, regulations, & special reports from branches of the state, federal & local governments that deal with the concerns of environmental controls, use of land & water, energy conservation & solid waste.</p>	<p>RETAIN 4 YEARS. DESTROY AFTER MICROFILMING.</p>

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Item No.	Description	Retention
4	<p><u>FINANCE</u></p> <p>A. <u>Accounting & Audit</u>- These files contain correspondence & special reports such as the Management Letter & Report. This report is prepared by accountants stating their opinions on the county system of internal accounting to be used by management.</p> <p>B. <u>BONDS</u>-These files contain special reports, & correspondence on county bonds, bond ratings of the county & bond sales.</p> <p>C. <u>OFFICE OF FINANCE</u>-These files pertain to the county Finance Dept. including programs, correspondence use by Finance, policies & procedures, correspondence from associations related to the subject of Finance & special reports.</p> <p>D. <u>GRANTS</u>-These files are used by the budget division. These grants are organizations or groups which are partially or totally funded by the county government. The files contain correspondence, reports from the grantee, direct payment claims which authorize payment to the grantee, agreements between the county & grantee & audit reports on the grant.</p> <p>E. <u>MANPOWER</u>-These files contain correspondence & reports from the Employment & Training center. This center helps to train & employ people.</p> <p>F. <u>PAYROLL</u>-These files contain correspondence, procedures & special reports concerning the payroll division.</p>	<p>RETAIN 4 YEARS. DESTROY AFTER MICROFILMING.</p> <p>RETAIN 4 YEARS. DESTROY AFTER MICROFILMING.</p> <p>RETAIN 4 YEARS. DESTROY AFTER MICROFILMING.</p> <p>RETAIN 5 YEARS. DESTROY AFTER MICROFILMING.</p> <p>RETAIN 4 YEARS. DESTROY AFTER MICROFILMING.</p> <p>RETAIN 3 YEARS. DESTROY AFTER MICROFILMING.</p>

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	<p><u>FINANCE CONTINUED</u></p> <p>G. <u>REVENUE, REVENUE SHARING & TAXES</u>-These files contain statistical data, correspondence & special reports that are used by the budget division to help in preparing the county budget.</p> <p>1. <u>News Releases-Comptroller of Treasury</u>-These reports are prepared by the state comptroller's office & tell the counties how much revenue each county will receive and where the revenue is coming from.</p>	<p>RETAIN 5 YEARS. DESTROY AFTER MICROFILMING.</p> <p>RETAIN 1 YEAR THEN DESTROY.</p>

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	<u>FINANCE CONTINUED</u>	
	<u>H. BUDGET</u>	
	<p>1. <u>Budget Division</u>-These files are used by the budget analysis to help in preparing the county budget. The files include correspondence, housekeeping records, programs, special reports & studies such as Financial Condition of Howard County, Revenue Update Report, etc. There are also Microcomputer files which contain correspondence, programs, software & hardware etc. & housekeeping records.</p>	RETAIN 5 YEARS OR UNTIL MICROFILMED. DESTROY AFTER MICROFILMING.
	<p>2. <u>Budget-Fiscal Year</u>- These files contain budget correspondence & budget requests, statistical data, & reports & worksheets for all county departments & grant funded agencies & organizations. These files are used in preparing a county budget. The folders are filed by fiscal years.</p> <p><u>Budget Back-Up Sheets</u>-These files contain the budgets submitted by each county department. They are used when preparing the final county budget and are only needed to be used as references.</p>	RETAIN 2 YEARS. DESTROY AFTER MICROFILMING.
	<p>I. <u>TRANSFER OF FUNDS</u>-These files contain copies of funds forms used by departments to transfer money from one account to the other. The files are used by the budget division to keep track of the departmental transfers. The original form is kept in the Finance Department.</p>	RETAIN 1 YEAR THEN DESTROY

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5	<p>MANAGEMENT</p> <p>A. <u>BIDS</u>-These files contain complaints & correspondence on companies that submit bids to the county.</p> <p>B. <u>CENTRAL SERVICES & DATA PROCESSING</u>-These files contain correspondence, reports, & complaints that deal with the central services & data processing departments.</p> <p>C. <u>EQUIPMENT</u>-These files contain correspondence & reports on the equipment used by the county such as copying machines, microfilm machine, typewriters, etc.</p> <p> 1. <u>Repair slips on equipment</u>- This file contains repair slips on county equipment. Original repair slip is kept by the Purchasing department.</p> <p>D. <u>FAICS-Inventory Control System</u>- This file contains correspondence & data on the furniture & equipment in the County Executive & County Administrator offices.</p> <p>E. <u>MANAGEMENT SERVICES</u>-These files contain correspondence & reports used by the Management Services Division. There is also a file which contains material on the central filing system & a listing of all files kept in the central files.</p> <p>F. <u>PURCHASING</u>-These files contain correspondence, reports & procedures which refer to the Purchasing Division.</p> <p> 1. <u>Authorized Signatures</u>-This file contains a departmental list of authorized signatures who are allowed to sign for ordering & receiving material & supplies. Original is sent to Purchasing Division</p>	<p>RETAIN 3 YEARS. DESTROY AFTER MICROFILMING.</p> <p>RETAIN 3 YEARS. DESTROY AFTER MICROFILMING.</p> <p>RETAIN 3 YEARS. DESTROY AFTER MICROFILMING.</p> <p>RETAIN 1 YEAR THEN DESTROY.</p> <p>RETAIN 1 YEAR. DESTROY AFTER MICROFILMING.</p> <p>RETAIN 3 YEARS. DESTROY AFTER MICROFILMING.</p> <p>RETAIN 3 YEARS. DESTROY AFTER MICROFILMING.</p> <p>RETAIN 1 YEAR THEN DESTROY.</p>

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6	<p><u>LAW & LEGISLATION</u></p> <p>A. <u>Maryland Legislation</u>-These files contain correspondence pertaining to the Maryland State Legislation (General Assembly) including the support or opposition of state bills & resolutions that effect the state or county. There are also correspondence from state agencies & departments including the Governor's office, & Mayor's office. The Attorney General file contains correspondence as well as legal opinions.</p> <p>B. <u>Howard County-Law & Legislation</u></p> <p>1. <u>Corrections, Dept. of</u>-These files contain correspondence, reports, programs, & agreements that pertain to the Correction Department.</p> <p style="padding-left: 40px;"><u>Inmate List</u>-This file contains a list supplied by the Detention Center of the inmates being held at the center. The list is also kept at the Detention Center.</p> <p>2. <u>Courts</u>-These files pertain to the court system & county sheriff department. They contain correspondence, procedures, reports & decisions.</p> <p>3. <u>Office of Law</u>-These files contain reports, correspondence, & legal opinions.</p> <p style="padding-left: 40px;"><u>Law suits</u>-This file contains correspondence informing the county executive of law suits against the county. Records of this correspondence are kept in the Office of Law files.</p>	<p>RETAIN 4 YEARS OR UNTIL MICROFILMED. DESTROY AFTER MICROFILMING.</p> <p>RETAIN 3 YEARS. DESTROY AFTER MICROFILMING.</p> <p>RETAIN 1 YEAR THEN DESTROY.</p> <p>RETAIN 3 YEARS. DESTROY AFTER MICROFILMING.</p> <p>RETAIN 3 YEARS. DESTROY AFTER MICROFILMING.</p> <p>RETAIN 1 YEAR THEN DESTROY.</p>

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4.	<u>County Bills & Resolutions</u> -These files contain copies of bills & resolutions adopted by the county council; proposed bills & resolutions that were not adopted; legal opinions on the legislation & correspondence supporting or opposing the legislation.	RETAIN 2 YEARS. DESTROY AFTER MICROFILMING.
5.	<u>Interproject Transfer of Appropriation Ordinance (TAO) & Supplementary Budget & Appropriation Ordinance (SAO) & Interdepartmental Transfer of Appropriation (ITA)</u> -These files contain copies of TAO's (interproject transfer of appropriation from one project to another); SAO's (supplementary budget appropriation transfer for a department or project in need of funds; or ITA's (transfer of an appropriation between departments) that have been adopted or not adopted by the county council; legal opinions & all correspondence supporting these TAO's, SAO's or ITA's.	RETAIN 2 YEARS. DESTROY AFTER MICROFILMING.

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7	<p><u>PUBLIC FACILITIES</u></p> <p>A. <u>Animal Control</u>-These files contain general <u>correspondence</u> & complaints dealing with the Animal Control Division in the county.</p> <p>B. <u>Communications</u>-These files pertain to the subject of communications in the county. The files contain general correspondence, statistical data, reports, & complaints on the telephone system in the county. There are also files that deal with the county cable company including general correspondence, minutes from the Cable Advisory Board, reports, complaints, service calls & general information that pertain to the cable company & system.</p> <p>C. <u>County Facilities/Property</u>-These files contain general correspondence, contracts, complaints, & reports concerning county owned property & facilities.</p> <p>D. <u>Education/Libraries</u>-These files contain correspondence, reports, complaints & statistical data dealing with the Howard County & State Board of Education, Howard County Libraries, & Howard County Community College.</p> <p>E. <u>Highway Maintenance</u>-These files pertain to the Highway Division of Howard County & county roads. They contain general correspondence, complaints & reports.</p> <p>F. <u>Housing & Urban Development</u>-These files pertain to the housing in the county including complaints, correspondence, reports, procedures & plans for housing developments in the county & material of the general nature that deal with the subject of housing.</p>	<p>RETAIN 3 YEARS. DESTROY AFTER MICROFILMING.</p>

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	<u>PUBLIC FACILITIES CONTINUED</u>	
	G. <u>Industrial Development</u> -These files contain general correspondence & special reports concerning business & tourism in the county.	RETAIN 3 YEARS. DESTROY AFTER MICROFILMING.
	H. <u>Planning & Zoning</u> -These files pertain to subjects that deal with the office of Planning & Zoning. The files include correspondence, surveys, statistical data, general zoning plans, regulations & procedures, violations/complaints & requests involving planning & zoning.	RETAIN 3 YEARS. DESTROY AFTER MICROFILMING.
	1. <u>Regional Planning Council</u> -This is an organization that deals with planning & zoning. The folders contain general correspondence, decisions & recommendations & reports from the council. The county executive is a member of the council.	RETAIN 3 YEARS THEN DESTROY.
	2. <u>Zoning Boards</u> -This file contains correspondence, agenda & minutes from the Board of Appeals, Planning Board & Zoning Board. The original information is kept by the individual board.	RETAIN 1 YEAR THEN DESTROY.
	I. <u>Public Works, Dept. of</u> -These files pertain to the subjects that deal with the Department of Public Works & their bureaus. The files include correspondence, complaints, regulations, agreements, statistical data, manuals & reports.	RETAIN 3 YEARS. DESTROY AFTER MICROFILMING.
	J. <u>Recreation & Parks</u> -These files contain general correspondence, reports, & studies & material that relate to the Recreation & Parks Dept.	RETAIN 3 YEARS. DESTROY AFTER MICROFILMING.
	1. <u>Recreation & Parks Board</u> - This file contains agenda & minutes from the Recreation & Parks Board meetings. This information is kept by the Recreation & Parks Board.	RETAIN 1 YEAR THEN DESTROY.

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	<p><u>PUBLIC FACILITIES CONTINUED</u></p>	
	<p>K. <u>Space Needs</u>-These files contain reports, correspondence, surveys & statistical data that pertain to space needs of the county departments.</p>	<p>RETAIN 3 YEARS. DESTROY AFTER MICROFILMING.</p>
	<p>L. <u>Transportation</u>-These files deal with roads & general transportation in the county. They include correspondence on subjects such as ridesharing & carpooling, traffic safety & signalization, county & state roads, bus & taxi service, county vehicles, Mass Transit Admin., Md. Dept. of Transportation & other subjects related to transportation. There are also files which contain complaints, reports, surveys & studies on transportation.</p>	<p>RETAIN 3 YEARS. DESTROY AFTER MICROFILMING.</p>
	<p>M. <u>Utilities & Washington Sanitary Commission</u>-These files pertain to the utilities used by the county. They include correspondence reports, complaints, & statistical data.</p>	<p>RETAIN 3 YEARS. DESTROY AFTER MICROFILMING.</p>

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8	<p><u>SAFETY & SECURITY</u></p> <p>A. <u>Central Communications</u>-These files contain correspondence, complaints, & reports dealing with the Central Communication Division There are also files that pertain to communications systems used by this dept. such as the 911 system, & the teletypewriter system.</p> <p>B. <u>Civil Defense</u>-These files pertain to the safety provided to the community by the Civil Defense Dept. The files include surveys, correspondence, reports, plans & programs for disasters & emergencies & statistical data.</p> <p>1. <u>Directory of Key Officials</u>-This file contains a list of county officials that need to be contacted in case of a county emergency. This list is kept by the Civil Defense Dept.</p> <p>C. <u>Fire & Police Depts.</u>-These files pertain to the safety & security provided by the Fire & Police Depts. The file includes complaints, correspondence, studies, procedures & plans used by the departments & general correspondence from their departmental boards.</p> <p>D. <u>Safety</u>-These files pertain to the subject of safety for the county employees. The files contain policy & procedures, reports & manuals, safety boards minutes , general correspondence & recommendations on employee safety.</p>	<p>RETAIN 3 YEARS. DESTROY AFTER MICROFILMING.</p> <p>RETAIN 3 YEARS. DESTROY AFTER MICROFILMING</p> <p>RETAIN 1 YEAR THEN DESTROY.</p> <p>RETAIN 3 YEARS. DESTROY AFTER MICROFILMING.</p> <p>RETAIN 3 YEARS. DESTROY AFTER MICROFILMING.</p>
9	<p><u>SOCIAL SERVICES</u></p> <p>These files pertain to the departments of Citizen Services, Social Services, & Health Department. The files contain correspondence, reports, surveys, social programs & services provided to citizens, procedures & complaints.</p>	<p>RETAIN 3 YEARS. DESTROY AFTER MICROFILMING.</p> <p><i>For all film, transfer master negative to State Archives</i></p>